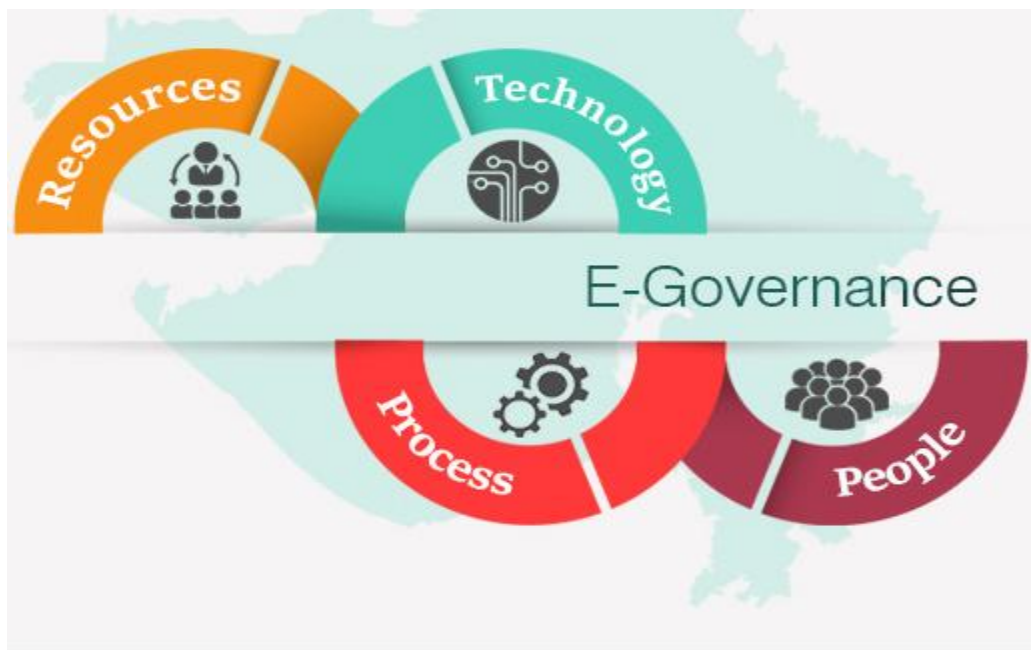




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# MLR Institute of Technology



(source – DoIT)



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[www.mlrinstitutions.ac.in](http://www.mlrinstitutions.ac.in)

## VISION

To create and nurture competent Engineers and managers who would be enterprise leaders in all parts of the world with aims of reaching the skies and touching the stars and yet feet firmly planted on the ground – good human beings steeped in ethical and moral values.

## MISSION

MLR Institute of Technology is committed to providing a positive, professional and conducive learning environment where all students are inspired to achieve their potential and strive for excellence in a global society as dignified professionals with the cooperation of all stakeholders.

## **E-GOVERNANCE POLICY**

**Scope:** Technology driven Governance for delivering Institute Services, Exchange of Information Communication, Transactions and Integration of various Systems & Services between Institute & stakeholders.

The broad areas of e-governance are in the area of admissions, day to day operations of departments, academics, examinations, placements, management information systems and stake holder's inclusion in a phased manner. The scope of this policy broadens to the following areas:

- ❖ College Administration
- ❖ Student Admission
- ❖ Examination & Evaluation
- ❖ Library Management
- ❖ Account & Finance Section
- ❖ ICT Infrastructure

### **Objectives**

- ✚ Implementation of E-governance in all functioning of the college to provide simpler and efficient system of governance within the college.
- ✚ To achieve and create a paperless environment in the college.
- ✚ To create green campus.
- ✚ Provide easy and quick access to information
- ✚ To maintain the Data on a secure environment.
- ✚ Making the institution visible globally
- ✚ Promote transparency and accountability in all the functions of the college.
- ✚ To make campus Wi-Fi enabled.

- ✚ To make Classrooms ICT Enabled having Laptops, Smartboards, Projectors, etc.
- ✚ To convert library into a fully automated one.
- ✚ Facilitating online internal and external communication to all stakeholders

**Policy:**

1. In order to provide simpler and efficient system of governance within the institute, it is decided to adopt and implement e-governance in maximum activities of functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.

**Area of Implementation:**

1. Student Admission.
2. Administration
3. Examination Cell
4. Communication System
5. Website & Social Media
6. Finance & Accounts
7. Library
8. Placements
9. Alumni
10. Feedback
11. Online Video Lectures and E Content

**Student Admissions:**

The institute brings out its notice which is displayed on the website as well as on notice board for the admission process. Website (<https://www.mlrinstitutions.ac.in/Admissions>) has to be used to manage the admissions in the college. Number of students can apply to each course by registering this website, admission fees is managed through this website only. Students are required to submit a separate Online Application Form for taking Category –B admission to the college.

**Administration:**

In order to manage day to day business activities, an ERP platform is there for automating and handling student and staff information and administrative data. The ERP generates the attendance records for payroll and salary processing. As a part of digitalization biometric attendance was introduced to all the staff in 2011. It is mandatory for all the staff to mark their attendance on the biometric devices. <https://erp.mlrinstitutions.ac.in/Login.aspx>

**Examination Cell:**

All exam and evaluation related activities are managed by Examination Cell. Exam related information like Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, paper setting, uploading of marks, etc. everything has to be done in online manner and also uploaded on the website by examination Cell. Utmost secrecy and confidentiality needs to be maintained while handling examinations related work. Examination Cell needs to supervise the entire process of examination under the guidance of the Principal of the college. Regular updates of Students Internal Performance to be maintained and communicated to the parents. <https://exams.mlrinstitutions.ac.in/>

**Communication:**

Regular updates about student to be communicated with respect to Student on Fees, college updates & other academic matters by uploading notices on website.

**Finance & Accounts:**

For ease of maintaining accounts & Finance suitable Accounting & Finance Software package to be implemented. The institute also uses Public Financial Management System (PFMS) which is used to manage the funds received from the Government. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

**Library:**

The institute will add more and more e-learning resources for the benefit of the teachers and the students. The institute should continue to subscribe to new journals and books regularly.

Recommendations are taken from the teachers and students while subscribing to the e-resources. <https://mlrit.ac.in/campus-life/library/>

**Placements:**

Placement to maintain student info & provide access to placement information on their fingertips by placement cell. All information's related with placement cell is uploaded on website and also circulated in email. <https://mlrit.ac.in/placements/>

**Alumni:**

In order to strengthen the alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management. <https://alumni.mlrinstitutions.ac.in>

**Feedback:**

There is a direct involvement of stakeholders in the administrative and decision making process. Feedback from students, parents and alumni of institute is taken online. The students can also give feedback of faculty members pertaining to their effectiveness in teaching based on various parameters. This enables the administration to design /plan for skill empowerment programs .

**Paperless Office:**

To provide hassle free, convenient and cost effective mechanism few of the administrative activities are to be carried using ICT. Internal communication to staff and students through email.